Faculty Grade Entry Quick Guide

Grades may be entered in two ways: through standard individual grade entry or through batch grade entry. Both methods are discussed below.

Standard Individual Grade Entry:

1. After grading has been opened for the term, log into BearWeb and click on the Faculty Services button:

🕶 📴 Baylor University		
. BearWeb		
ersonal Information	>	
inancial Aid Dashboard		
-Bill System		Welcome to Bearweb.
U Student PIN		To get started, navigate through the four-square icon next to the BU logo
aculty Services	>	
Click on Final Grades:		
Faculty Services		
Faculty Services Final Grades		
Faculty Services Final Grades Faculty Assignments		
Faculty Services Final Grades Faculty Assignments Juris Doctor Raw/Final Grades		Welcome to BearWe

3. Read the instructions and click on the Final Grades link in green:

Final Grades

Grade Change Request

Detail Schedule Class List

2.

Please read the following instructions before proceeding to the Final Grades page:

- Please only submit final grades here, as grades inputted here will be rolled to the studen
- Please note that a date of last attendance/engagement with the course will be required f
- If a student never attended/engaged with a course, please enter FNA, FANA, or NCNA, de
- For additional assistance and frequently asked questions, please see our Grading Resour

Use this link to proceed with grading: Final Grades

4. On the Faculty Grade Entry page, you will see a list of classes for which you are listed as an instructor of record and have students registered:

Faculty Grade I	Entry , Final Gra	des												
Faculty Grade Entry	/													
Midterm Grades	Final Grades Grad	lebook												
My Courses										(iii) Search			Q	÷
Grading Status	C Rolled	0	Subject	\$ Course	0	; Section	\$ Title	\$	Term		\$	CRN	^	÷.
Not Started	Not Started	0	RLS - Recreation & Leisure Services	1396		01	Intro to Leisure Service		202330 - Fall 2023			13465		
In Progress	Not Started	2	ACC - Accounting	2301		S1	Survey of Accounting		202320 - Summer 2023			27625		
Records Found: 2										< Page 1 o	61	Per P	aga 10	j.

5. The list of classes may include multiple terms, so to find the current term, click on the arrow to the far right to move the current term to the top of the list. The search box may also be used to enter CRN or term (202310. etc.):

My Courses									(iii) Search		Q	1
Grading Status	\$ Rolled	٥	Subject	0	Course 🗘	Section	0	Title	\$ Term	c) ci	RN	
Completed	Completed		MIS - Management Info Systems		3305	06		Management Information Systems	202330 - Fall 2023	20	100	
Completed	Completed		STL - Strategic Learning		1103	N12		College Success: Freshmen	202030 - Fall 2020	43	160	
Not Started	Not Started		MIS - Management Info Systems		3305	13		Management Information Systems	202410 - Spring 2024	47	557	

6. Locate the class for which you want to enter grades, and click on the class to list the students: Faculty Grade Entry • Final Grades

Faculty Grade Entry						
Midterm Grades	Final Grades Gradebook					
My Courses						
Grading Status	C Rolled C	Subject	\$ Course	\$ Section	\$ Title	\$ Term
In Progress	Not Started	ACC - Accounting	2301	51	Survey of Accounting	202320 - Summer 2023
Not Started	Not Started	RLS - Recreation & Leisure Services	1396	01	Intro to Leisure Service	202330 - Fall 2023
Records Found: 2						

7. When you are ready to enter grades, use the grade pull-down boxes to select a grade:

Enter Grades			
Full Name	≎ ID	Midterm Grade	\$ Final Grade
Liz Blanchard	892595443		A
Gabriel Craig	892553286		~

8. Students who have officially withdrawn from the course will display as not gradable.

9. Incomplete grades or F grades where the student stopped attending (FSA, FASA, NCSA) require a last attended date before they can be saved:

¢	Final Grade		\$ Rolled	¢	Last Attend Date
	A	•			
	FSA	v			06/22/2023

10. If the student failed and never attended, assign a grade of FNA, FANA, or FCNA. No date will be entered:

٥	Final Grade	\$;	Rolled	\$ Last Attend Date
	A ~			
	FSA 🗸			06/22/2023
	FNA 👻			

11. The grade FE, FAE, or NCE will be entered if the student earned the F grade while attending and did NOT stop attending. Once again, no date will be entered:

٥	Final Grade	\$ Rolled	٥	Last Attend Date
	A ~			
	FSA 🗸			06/22/2023
	FNA			
[FE V			

12. After you have entered all student grades, click the Save button in the bottom right corner:

Enter Grades					Search
Full Name	≎ ID ≎ Midter	rm Grade 🗘	Final Grade	C Rolled	Last Attend Date
Liz Blanchard	892595443		A V		
Gabriel Craig	892553286		FSA V		06/22/2023
Maddie Cresswell	892585728		FNA. Y		
Cassidy Grasela	892535739		FE v		
Julianna Lewis	892601351		8 ~		
Records Found: 5					K K Page 1 of 1
					Save

13. Your grades have been submitted.

14. For more information about failing grades or for more information about how to navigate the grading portal, please see the information located on the Grading Resources (Faculty/Staff) webpage at this link: https://registrar.web.baylor.edu/exams-grading/grading-resources (Faculty/Staff) webpage at this link:

Batch Grade Entry

1. Instead of entering grades individually, if you'd like to import grades with a spreadsheet, click on the Tools icon in the top right corner of the page and select Export Template:

Baylor University	0	*	٩
rade Entry 🔹 Final Grades	Language Setting	\neg	
e Entry	About		
rades Final Grades Gradebook	Keyboard shortcuts		
15	Export Template		
atus 🗘 Rolled 🗘 Subject 🗘 Course 🗘 Section 🗘 Title 🗘	Import		

2. Choose an Excel Spreadsheet version (.xls or .xlsx) and click Export:



3. Save the file to your computer and open it:

A" 公	{\$ Σ≡ \⊕	⊻ 🗞
Downloads	E Q …	s> Irol L
202320_Accounting_2301_S1 Open file	_Template (1).xls	

4. Once the file is open, enable editing, enter grades, and save the file. Make sure to enter a date of last attendance for all students who stopped attending and earned an F (FSA, FASA, NCSA grades) or an I:

File <u>Home</u> Insert	Page Layout Formulas Data	Review View Automate	Help Acrobat					
Paste S Format Painter	$ \begin{array}{c c} \hline Arial & \hline & 10 & \hline \\ \hline B & I & \underline{U} & \hline \\ \hline \end{array} \begin{array}{c} & & \\ \end{array} \end{array} $	• A* ≡ ≡ = ≫ • A • ≡ ≡ ≡ ⊡ ⊡	8b Wrap Text ⊞ Merge & Center ~	Date Conce Formula	Sitional Format as table ~ Neutral	Bad Good Calculation Check Cell	insert Delete Forma	at ∑ AutoSum ~ A Z Z , Sort & Fill ~ Sort & Fi ♦ Clear ~ Filter ~ Se
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3 🔹 i 🗙 🗸	fx 6/22/2023							
3 • : × ·	<i>fx</i> 6/22/2023	С	D	E	F	G	Н	I
3 V : X V A Term Code	<i>fx</i> 6/22/2023 B CRN	C Full Name	D Student ID	E	F	G	H Final Grade	Last Attended Date
3 V : X V A Term Code 202320	<i>f</i> x 6/22/2023 B CRN 27625	C Full Name Liz Blanchard	D Student ID 892595443	E Rolled No	F Confidential No	G Course Accounting	H Final Grade A	Last Attended Date
3 · : × · A Term Code 202320 202320	fx 6/22/2023 B CRN 27625 27625	C Full Name Liz Blanchard Gabriel Craig	D Student ID 7892595443 7892553286	E Rolled No No	F Confidential No No	G Course Accounting Accounting	H Final Grade A FSA	Last Attended Date
3 • : X • Term Code 202320 202320 202320	fx 6/22/2023 B CRN 27625 27625 27625	C Full Name Liz Blanchard Gabriel Craig Maddie Cresswell	D Student ID 7892595443 7892553286 7892585728	E Rolled No No No	F Confidential No No	G Course Accounting Accounting	H Final Grade A FSA FNA	Last Attended Date
3 V I X V A Term Code 202320 202320 202320 202320 202320	fx 6/22/2023 B CRN 77625 27625 27625 27625 27625	C Full Name Liz Blanchard Gabriel Craig Maddie Cresswell Cassidy Grasela	D Student ID 7892595443 7892553286 7892585728 7892585739	E Rolled No No No No	F Confidential No No No No	G Course Accounting Accounting Accounting	H Final Grade A FSA FNA FE	I Last Attended Date 6/22/2023
3 • i × • A Term Code 202320 202320 202320 202320 202320 202320	fx 6/22/2023 CRN B 27625 27625 27625 27625 27625 27625 27625 27625 27625 27625	C Full Name Liz Blanchard Gabriel Craig Maddie Cresswell Cassidy Grasela Juliana Lewis	D Student ID 7892595443 789255286 7892585728 7892535739 7892601351	E Rolled No No No No No	F Confidential No No No No No	G Course Accounting Accounting Accounting Accounting Accounting	H Final Grade A FSA FNA FE B	Last Attended Date

5. Seven columns are required in the spreadsheet: Term Code, CRN, Student ID, Final Grade, Last Attended Date, and Incomplete Final Grade:

11	× :	$\times \checkmark Jx$						
6	А		В	С	D	E	F	G
Ter	m Code		CRN	Full Name	Student ID	Final Grade	Last Attended Date	Incomplete Final Grade
202	2320		27625	Liz Blanchard	892595443	A		
202	2320		27625	Gabriel Craig	892553286	FSA	6/22/2023	
202	2320		27625	Maddie Cresswell	892585728	FNA		
202	2320		27625	Cassidy Grasela	892535739	FE		
202	2320		27625	Julianna Lewis	892601351	В		

6. Once your Excel file has been completed and saved to your computer, in BearWeb, click the Tool icon: in the top right corner of the page and click Import:



7. Follow the instructions in the Import wizard, clicking Continue at each step to advance until your grades have been

uploaded and saved:

Import	Cancel						
Select 2 Preview 3 Map 4 Validate 5 Finish							
Select a File for Import							
You may import a file with faculty grade entry data.							
Browse Upload							
Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)							

8. For more information about failing grades or for more information about how to navigate the grading portal, please see the information located on the Grading Resources (Faculty/Staff) webpage at this link: https://registrar.web.baylor.edu/exams-grading/grading-resources (Faculty/Staff) webpage at this link: https://registrar.web.baylor.edu/exams-grading/grading-resources (Faculty/Staff) webpage at this link: